PLANNING &
DEVELOPMENT

CITY OF LAS VEGAS

DEVELOPMENT
SERVICES CENTER

PLANNING & DEVELOPMENT DEPARTMENT

CENTENNIAL HILLS ARCHITECTURAL REVIEW COMMITTEE (CHARC-TC)

SUBMITTAL REQUIREMENTS

PRE-APPLICATION CONFERENCE: A pre-application conference with a representative from the Department of Planning & Development is required before submitting an application. This is to ensure that the proper type of application is being made and that various concerns will be addressed by the time of submittal. It is the responsibility of the applicant to schedule the pre-application conference by calling (702) 229-6022. See CHARC-TC Meeting Schedule for pre-application conference and submittal closings dates.

PRE-APPLICATION SUBMITTAL CHECKLIST: A Submittal Checklist with an **original signature** by the planner conducting the Pre-Application Conference is required.

APPLICATION/PETITION FORM: A completed Application/Petition Form is required. The owner(s) of the real property must sign this form, or submit a Power of Attorney authorizing an agent to sign. A Notary Public must notarize the signature. When the property owner(s) reside outside of Nevada, the signature may be notarized in another state.

ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 8½ x 11 AND NO LARGER THAN 11x17.

SITE PLAN/RENDERINGS: 10 copies of detailed colored renderings of each sign must be submitted. In addition, drawings shall also be submitted that:

- Indicate the proposed location of signs on building elevations, if applicable.

- The location of any proposed Ground (freestanding) Signs, if applicable, on a detailed site plan.

- The location of any other sign or any residential dwelling unit within 660 feet of a proposed sign must be indicated on the site plan.

- Elevations of proposed signs with dimensions.

* Additional Site Plans may be required for submittal (to be determined at the Pre-Application Conference).

LASER PRINT: A reduced, black & white 8.5x11 (high resolution) copy of **above** required plans and drawings is required.

STATEMENT OF FINANCIAL INTEREST: A completed Statement of Financial Interest is required.